

## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<b>Administrative Clerk</b>
<b>Department:</b>	<b>Accounting</b>
<b>Focus:</b>	<b>Accounts Receivable</b>
<b>Reports to:</b>	<b>Finance Manager</b>
<b>Position Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary Grade:</b>	<b>2</b>
<b>Union Status:</b>	<b>Eligible for Representation</b>
<b>Effective Date:</b>	

### Position Summary

Under the direction of the Finance Manager, provides support for the accounting function in Administrative Services. Major responsibilities include account receivables, financial documentation and data entry.

### Responsibilities and Duties

Under general supervision, the following activities are within the responsibilities of the Administrative Clerk:

#### Account Receivables

- Verifies and records in accounting system, cash collection from copy center, document delivery, and circulation.
- Records credit card payment in accounting system and maintains credit card files.
- Processes and applies payments for circulation privileges, Member's Program, and other Library services.
- Prepares documentation for the deposit of cash and check payments with the County Treasurer.
- Coordinates the deposit of cash and checks with the County.
- Verifies and records cash collection in accounting system from services at branch locations.
- Coordinates notification process for outstanding invoices.
- Processes deposit account suspension, closure and refunds for borrowers and law firms on a monthly basis.

#### Other Responsibilities

- Serves as back up for Accounts Payable function.
- Assists in preparation of annual financial audit.
- Provides financial documentation and/or records as requested.
- Documents new accounting procedures; modifies existing procedures as changes occur.
- Other duties as required.

#### Position Qualifications

##### Required

- Associate degree with major in business or accounting.
- Minimum of two (2) years' experience in accounting and/ or bookkeeping.
- Demonstrated equivalent proficiency in accounting and/ or bookkeeping may substitute associate degree requirement.
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to exercise sound judgment and make independent decisions in accordance with established guidelines and procedures.

##### Preferred

- Bachelor's degree in Business Administration with an emphasis in accounting.

#### Work Environment

Will be working in a busy office environment, will provide on-site and off-site training programs.

#### Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.

## Approvals

---

**Immediate Supervisor**

---

**Date**

---

**Human Resources**

---

**Date**

---

**Executive Director**

---

**Date**

## Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Distribution: Original - Human Resources, Copies - Supervisor, Employee